



FY 2013 COMPETITIVE GRANTS CONTRACTS OVERVIEW

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What we will cover

- Reference
- Contract
 - ▣ Sections I-V – Who, when, what, how much
 - ▣ Sections VI-VIII – Equipment, reporting, other requirements
 - ▣ Sections IX-XII – Housekeeping, governing statutes
- Grants checklist
- Next steps
- Questions

POLL

Audience

POLL

Experience



Reference

Acronyms & abbreviations

Reference resources

Common acronyms & abbreviations

- TSLAC (Texas State Library & Archives Commission)
- IMLS (Institute of Museum and Library Services)
- GMS (TSLAC Grants Management System)
- UGMS (Uniform Grant Management Standards – Texas)
- RFF (Request for Funds)
- FSR (Financial Status Report)

Reference resources

- 2013 Grant Program Guidelines
- Grants Management System (GMS)
(<https://gms.tsl.state.tx.us>)
- GMS FAQs
(<https://gms.tsl.state.tx.us/help/faq.php>)
- Uniform Grant Management Standards (UGMS)
Governor's Office of Budget and Planning
(<http://governor.state.tx.us/files/state-grants/UGMS062004.doc>)

Contract

Sections I-V – Who, when, what, how much

Sections VI-VIII – Equipment, reporting, other requirements

Sections IX-XII – Housekeeping, governing statutes

Sections I-III – Who, when, and what

□ Section I — Who

- ▣ Grantor = Texas State Library & Archives Commission
- ▣ Grantee = Applicant

□ Section II — When

- ▣ September 1, 2012–August 31, 2013 (SFY 2013)

□ Section III — What

- ▣ Services and program activities as outlined in the application
- ▣ Contract includes application and subsequent contract revisions

Section IV – How much

A. Maximum grant award

B. Federal funds

C. Requesting funds – through the Grants Management System (GMS)

D. How disbursed

- ▣ Reimbursement (default method) – request funds every 30 days/no less than once per quarter; final request due October 14, 2013
- ▣ Advance – request funds for estimated costs for next 30 days; final request due July 14, 2013
 - Texas Reads
 - Special circumstances – lack sufficient working capital and the ability to minimize the time elapsing between transfer of funds from Grantor and disbursement

Section IV – How much

E. Deadlines for requesting funds (n/a Texas Reads)

- Final request for advances – July 14, 2013
- Final request for reimbursements – October 14, 2013

F. Deadlines for spending funds

- For obligating or encumbering funds – August 31, 2013
- For liquidating or paying those encumbrances – October 15, 2013

G. Interest

- Return interest earned if greater than \$100

H. Budget

Section V – Revisions

□ Section V — Contract revisions

▣ Fiscal changes (Budget Revision)

- 10 % threshold
- Transferring to \$0 budget category
- Item changes with significant price/feature differences

▣ Program changes (Program Revision)

- Third-party services
- Change in scope or objective

Section VI – Equipment/property

- A. Fiscal changes to line item require a budget revision. (10% rule)
- B. Certain items purchased need to be maintained on inventory if cost is between \$500 and \$1,000.
- C. Approval needed before purchasing equipment costing more than \$5,000/unit. (Form forwarded as needed.)
- D. Equipment must be reported at the end of the grant year (by October 31, 2013) on the Equipment/Property Report available in GMS.
- E. Capitalization threshold letter must be submitted if equipment is to be purchased.
- F. Title vests with grantee upon acquisition. Grantee must maintain per UGMS, Part III, Subpart C, Sec. 32. (p. 77)

Section VII – Reporting

- Quarterly* in GMS (semi-annual for Texas Reads)
 - ▣ Performance Report – details what you are doing; program/item/attendance counts, etc.
 - ▣ Financial Status Report – indicates how fast you are spending the funds and in what categories

Note: TSLAC may withhold the final payment if all reports are not submitted.

- Quarterly with year-end submission
 - ▣ Grant Checklist – to make sure all requirements are met and reporting is done
 - Outlines the responsible party for each task
 - Indicates the date task completed and initialed by party responsible
 - Submitted by October 31, 2013.

Section VII – Reporting

□ Deadlines

Qtr	Performance Report	Financial Status Report (FSR)
1 (Sept-Nov)	December 7	December 31
2 (Dec-Feb)	March 7*	March 31*
3 (March-May)	June 7	June 30
4 (June-Aug)	September 7*	September 30*

**Texas Reads reports are due 2x/yr in March and September, each to cover the previous 6 months.*

Section VIII – General terms and conditions

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 - A-E. Follow the 2013 grant program guidelines, UGMS and OMB Circulars
 - F. Publicity – acknowledge TSLAC and IMLS whenever possible and practical and provide one set of all public relation materials to TSLAC
 - Informational material – press releases, newspaper articles, brochures, displays, web sites, collection items, bookmarks
 - Events – programs, public events, media events

Section VIII – General terms and conditions

□ G. Audits

- Desk audits – by TSLAC third party auditors
 - Sample of grantees chosen mid-year
 - Review of performance and financial reporting documentation
- Internal audits – by grantee governing authority
- Audit findings
 - No surprises
- Audit responses
 - Desk audits – Auditors inform TSLAC about findings; TSLAC provides response as needed to auditor.
 - Internal audits - Grantee must forward to TSLAC copies of all auditor letters.

Section VIII – General terms and conditions

- ▣ H. Retention of grant documents – until Dec. 31, 2016
- ▣ I. Procedures for performance measures, inventory, audit findings
- ▣ J. Grant termination – 30 days notice
 - Grant activities and reporting
 - Funding
 - Staffing – reporting, retention, equipment/supply disposition

Section IX – Enforcement

- Noncompliance remedies
 - Withhold payment temporarily
 - Disallow activity or action
 - Grant termination
 - Withhold further awards
- Hearings and appeals
- Suspension and termination

Section X – Contacts

- Program issues and reporting (GMS roles, basic functionality)
 - Grants Administrator
- Financial issues
 - Accounting manager
- Payments, FSRs, and equipment reports
 - Grants Accountant
- Payments
- GMS issues – GMS help

Sections XI-XII – Law and certifications

- Section XI – Texas law
- Section XII – Certifications
 - A. Activities are within scope of organization
 - B. No promises or gifts
 - C. No bribes
 - D. CIPA form (for library partners also)
 - E. Legally able to participate in grant (accreditation)
 - F. Additional CIPA compliance
 - G. Copyright compliance (copies, digitization)

Sections XII – Certifications

H. Assurances

- Nepotism
- Public information – Project information available to the public
- Open meetings
- Reporting child abuse
- Nondiscrimination
- Political activity
- EPA compliance of facilities
- Smoking prohibition
- Tax laws
- Grant program guidelines
- HIV/AIDS work place guidelines



Grants checklist

2013 Grant Checklist



- Tracks completion of reporting activities
- Quarterly + closeout reports
- Due to TSLAC at close of grant period (by October 31, 2013)

2013 Grant Checklist

Grant Contract Checklist

Section I. Quarterly checklist

Complete this section each quarter: by Dec. 7, 2012, March 7, 2013, June 7, 2013, and September 7, 2013. **Do not submit until the end of the full grant period.**

Grantee: _____ Grant #: _____

Grant Quarter (1-4) _____

Category	Description (Contract Reference)	Responsibility	Initial	Date
Certification	Grantee submitted a statement to TSLAC certifying the governing entity's capitalization level. (VI-D)			
Performance Reports	Grantee submits the quarterly Performance Report to TSLAC by due date.(VII-A)			
Financial Status Report (FSR)	Grantee submits the quarterly FSR to TSLAC by due date. (VII-B)			
Request for Funds (RFF)	Grantee uses the TSLAC RFF form to request payments through the Grants Management System (GMS) no more than once per month, and no less than once per quarter. (IV-C)			
Prior Approvals	Fiscal changes to the approved budget require written prior approvals via GMS by July 31, 2012. (V-A)			
	Programmatic changes to approved application require written prior approvals via GMS by July 31, 2012.(V-B)			
	Written Prior Approvals are filed for fiscal changes to items listed in the Equipment /Property budget category. (VI-A)			
Equipment Inventory	Grantee complies with UGMS Part III, Subpart C, Sec. 32 (d)(3) requiring certain items of equipment to be maintained on inventory if the item's cost is between \$500 and \$1000. (VI-B)			
	Grantee maintains records on all equipment/property with acquisition cost above the governing entity's capitalization level. (VI-D)			
	Grantee follows UGMS Subpart C, Sec. 32 (e) for disposal of equipment/property. If federal or state equipment/property is being disposed of, grantee follows UGMS Subpart C, Sec 32 (f). (VI-E)			
Audits	The Grantee sends TSLAC a copy of all management letters issued by an auditor with the reporting package. Refer to UGMS Part IV, Subpart B, Sec.235 (c) for further requirements and deadlines. (VII-D)			
	Grantee has specific written documentation of its current procedures for: (1) Collecting and reporting performance measures; and (2) Conducting a fixed asset inventory. (VIII-I)			



Next steps

What do you do next?

- Print two copies of the contract
- Have each copy signed by authorized signatory – in blue ink
- Mail both signed copies to the TSLAC Grants Accountant
 - Contracts will be signed by Assistant State Librarian.
 - Final signed (fully executed) copy will be mailed to you.
- File the final copy in your grant file
 - ▣ Label it – “TSLAC 2013 Impact* Grant – Contract”
 - ▣ Set aside a file drawer or other storage container
- Get busy!



Questions

